

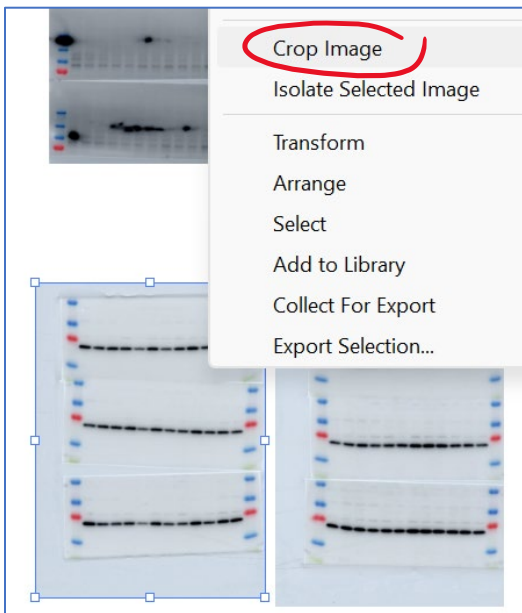
## Adobe Illustrator Tutorial: Reduce File Size (within program)

### Background:

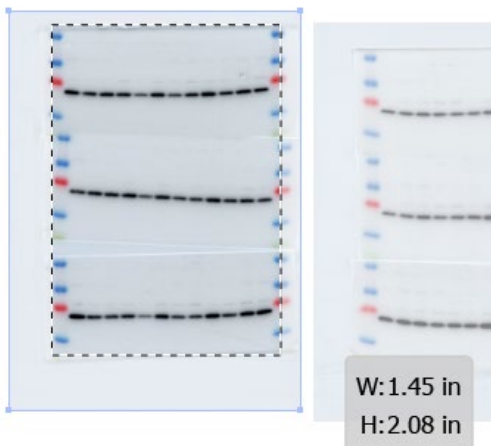
- **Reducing image size** (also reduces overall file size) - there are two parameters you can manipulate when reducing file size within a document:
  - **Dimensions** – the **size of the space** containing information
  - **Resolution (PPI/DPI)** – the **quantity of information** within a space
- **Methods to reduce the file size**
  - Crop – reduces image dimensions
  - Rasterize – Reduces image resolution

### Crop:

- **Step 1:** Select image
- **Step 2:** *Right click and select crop image. Or go to Object > Crop Image*



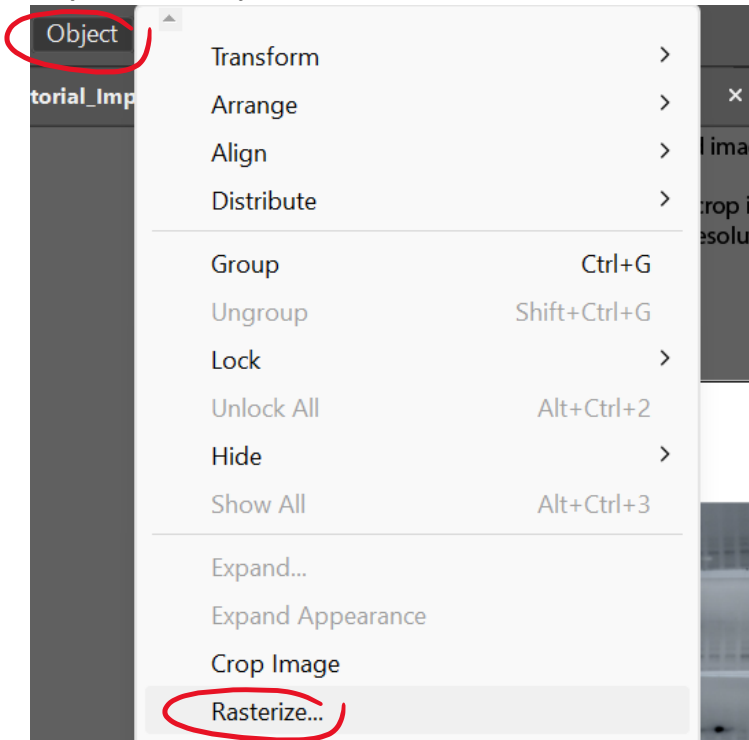
- **Step 3:** Reduce crop margins to the smallest size possible without removing important information



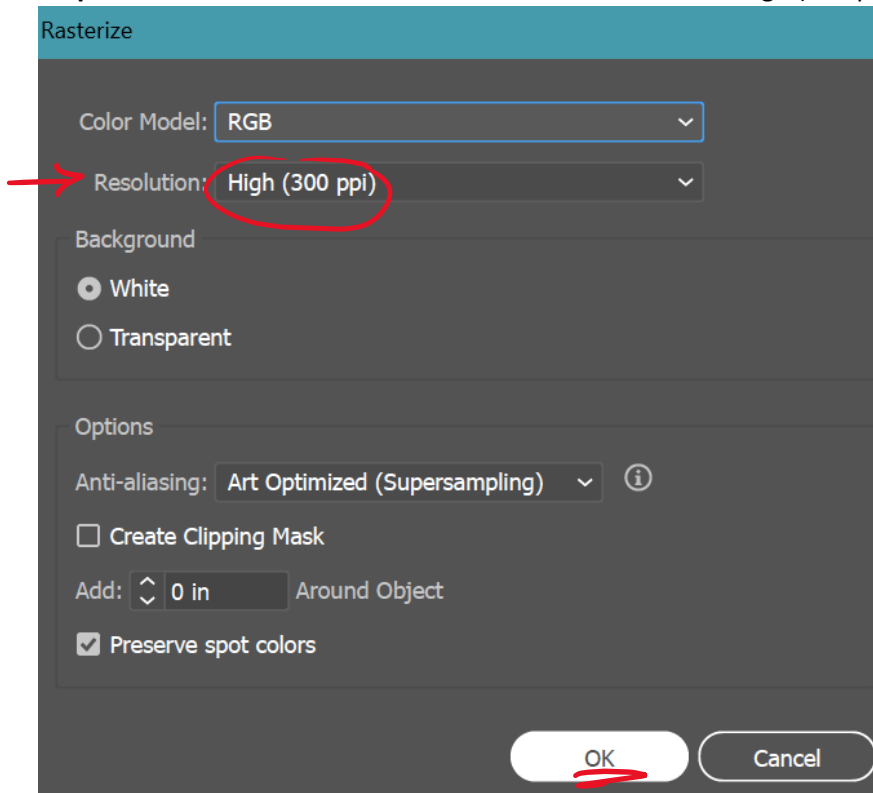
- **Step 4:** hit “enter” key on keyboard to accept crop. To undo - Ctrl + Z (PC) or Cmnd + Z (Mac)
- **Step 5:** Repeat for all images

## Rasterize:

- **Step 1:** Select image
- **Step 2:** Go to “Object” and then select “Rasterize”



- **Step 3:** In the “Rasterize Panel” under “resolution” select “High (300 ppi)” from the dropdown menu.



- **Step 4:** Click “OK”
- **Step 5:** Repeat for all images